

# Land Development Submittal Requirements

Land Development  
41000 Main Street  
Temecula, CA 92590  
Phone: 951-240-4200  
[www.TemeculaCA.gov](http://www.TemeculaCA.gov)



## **Legend:**

COA - Conditions of Approval	PA - Planning Application	SFR - Single Family Residence
ESC - Erosion & Sediment Control Plan	PGP - Precise Grading Plan	RGP - Rough Grading Plan
WQMP - Water Quality Management	TCP - Traffic Control Plan	LS - Licensed Surveyor
RCE - Registered Civil Engineer		

## **Websites:**

- For current Fee Schedule, On-Site and Off-Site Construction Security Worksheets, the Grading Permit Application and this form, refer to the City's website under "Useful Documents" at:  
<http://TemeculaCA.gov/Temecula/Government/CommDev/Land+Development/grading.htm>
- For a current haul route and encroachment permit applications, refer to the City's website under "Useful Documents" at:  
<http://www.TemeculaCA.gov/Temecula/Government/CommDev/Land+Development/Encroachments.htm>

## **A. Grading**

### **1. PERMIT ISSUANCE**

#### **a. PERMIT ISSUANCE REQUIREMENTS**

- ☐ All applicable clearances
- ☐ Payment of all fees (per the current fee schedule)
- ☐ Report(s), as applicable
- ☐ Two **(2)** sets of approved plan and a CD of the plan (in .tiff format)

### **2. SUBMITTALS FOR TYPES OF GRADING PLANS**

#### **a. MASS/ROUGH GRADING PLAN**

**Note:** 1. PA must be approved prior to acceptance of submittal; provide PA #.

2. For RGP, submit all other required submittals such as final map, street improvement plan, storm drain improvement plan, etc. per the approved COA.

- ☐ Transmittal cover letter (with complete contact info) and a completed Grading Permit Application
- ☐ Six **(6)** sets of Plan with ESC (prepared by a RCE)
- ☐ One **(1)** copy of Soils Report (prepared by a Soils/Geotechnical Engineer)
- ☐ One **(1)** copy of a Hydrology Study
- ☐ One **(1)** copy of the conceptually accepted WQMP
- ☐ One **(1)** copy of Preliminary Title Report (not over 30 days old)
- ☐ Completed On-Site Construction Security Worksheet (prepared by a RCE)
- ☐ Plan check fee (see current fee schedule)

#### **b. COMMERCIAL/INDUSTRIAL PGP**

- ☐ Same as the MASS/ROUGH GRADING PLAN requirements above in 2.a. (including **notes**) plus
- ☐ One (1) copy of Approved - Signed and Stamped - COA, Site Plan and Conceptual Grading Plan

#### **c. PARKS/SLOPES/MEDIANS**

- ☐ Transmittal cover letter (with complete contact info) and a completed Grading Permit Application
- ☐ Eight **(8)** sets of Plan with ESC (prepared by a RCE)

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## c. PARKS/SLOPES/MEDIANS (continued)

- ☐ One **(1)** copy of Soils Report (prepared by a Soils/Geotechnical Engineer)
- ☐ One **(1)** copy of a Hydrology Study
- ☐ One **(1)** copy of the conceptually accepted WQMP
- ☐ Completed On-Site Construction Security Worksheet (prepared by a RCE)
- ☐ Plan check fee (see current fee schedule)

## d. TRACT MODEL HOME COMPLEX/TEMPORARY SALES TRAILER PGP

**Note:** PA must be approved **prior to acceptance** of submittal; provide PA #.

- ☐ Transmittal cover letter (with complete contact info)
- ☐ Six **(6)** sets of Plan with ECS (prepared by a RCE)
- ☐ Completed On-Site Construction Security Worksheet (prepared by a RCE)
- ☐ Plan check fee (see current fee schedule)

## e. TRACT PGP

**Note:** 1. Home Product Review PA must be approved **prior to acceptance** of submittal; provide PA #.

2. Final Tract/Parcel Map must be submitted **prior to acceptance** of submittal.

- ☐ Transmittal cover letter (with complete contact info) and completed Grading Permit Application
- ☐ Six **(6)** sets of Plan with ESC, as required (prepared by a RCE)
- ☐ One **(1)** copy of a conceptually accepted WQMP
- ☐ Completed On-Site Construction Security Worksheet (prepared by a RCE)
- ☐ Plan check fee (see current fee schedule)

## f. CUSTOM SINGLE FAMILY RESIDENCE (SFR) GRADING PLAN

**Note:** Septic system must be approved by County Envr. Health Dept. **prior to acceptance** of submittal.

- ☐ Transmittal cover letter (with complete contact info.) and a completed Grading Permit Application
- ☐ One **(1)** copy of Preliminary Title Report (not over 30 days old)
- ☐ Gross Property Boundary Exhibit with Closure Calculations (calculated by a RCE or LS); acreage should include right-of-way fronting the property
- ☐ Six **(6)** sets of Plan with ESC (prepared by a RCE)
- ☐ One **(1)** copy of Soils Reports (prepared by a Soils/Geotechnical Engineer)
- ☐ One **(1)** copy of Hydrology Study
- ☐ One **(1)** copy of a conceptually accepted WQMP
- ☐ Approval of septic system by County Environmental Health Department, as applicable
- ☐ Completed On-Site Construction Security Worksheet (prepared by a RCE)
- ☐ Plan check fee (see current fee schedule)

## g. BORROW SITE/STOCKPILE GRADING PLAN

**Note:** PA must be approved **prior to acceptance** of submittal; provide PA #.

- ☐ Transmittal cover letter (with complete contact info) and a completed Grading Permit Application
- ☐ Copy of Preliminary Title Report (not over 30 days old)
- ☐ Six **(6)** sets of Plan with ECS (prepared by a RCE)
- ☐ Completed On-Site Construction Security Worksheet (prepared by a RCE)
- ☐ Plan check fee (see current fee schedule)

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## h. ADMINISTRATIVE CLEARING

- ☐ Transmittal cover letter (with complete contact info.) and a completed Grading Permit Application
- ☐ Two **(2)** sets of Plan with ESC (prepared by a RCE)
- ☐ Plan check fee (see current fee schedule)

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## 3. SUBMITTALS FOR TYPES OF GRADING PLAN REVISIONS

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### a. MASS/ROUGH GRADING PLAN REVISION

- ☐ Transmittal cover letter (with complete contact info.)
- ☐ Six **(6)** sets of Plan with ESC, as required (prepared by a RCE)
- ☐ Completed On-Site Construction Security Worksheet
- ☐ Plan check fee (see current fee schedule)

### b. COMMERCIAL/INDUSTRIAL PGP REVISION

- ☐ Same as the MASS/ROUGH GRADING PLAN REVISION requirements above in 3.a.

### c. TRACT PGP REVISION

- ☐ Transmittal cover letter (with complete contact info.)
- ☐ Six **(6)** sets of Plan and ECS (prepared by a RCE)
- ☐ Plan check fee (see current fee schedule)

### d. CUSTOM SFR GRADING PLAN REVISION

- ☐ Same as the COMMERCIAL/INDUSTRIAL PGP REVISION requirements above in 3.b

### e. BORROW SITE/STOCKPILE GRADING PLAN REVISION

- ☐ Transmittal cover letter (with complete contact info)
- ☐ Six **(6)** sets of Plan and ECS (prepared by a RCE)
- ☐ Plan check fee (see current fee schedule)

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## B. HAUL ROUTE

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### 1. PERMIT ISSUANCE

#### a. PERMIT ISSUANCE REQUIREMENTS

- ☐ Transmittal cover letter, completed application and permit fee
- ☐ Two **(2)** sets of the Haul Route plan
- ☐ TCP, as required. TCP, at a minimum, shall include: origin/destination of the haul route, frequency/no. of trucks involved, location/no. of certified flaggers, if required, etc.
- ☐ Schedule of work and quantity of material hauled

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## C. ENCROACHMENT

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### 1. PERMIT ISSUANCE

#### a. PERMIT ISSUANCE REQUIREMENTS

- ☐ All applicable clearances and a completed Encroachment Permit Application
- ☐ Balance of all permit issuance, plan check and inspection fees
- ☐ Approved TCP, as required
- ☐ Liability insurance, proof of City Business license and contractor's license
- ☐ Two **(2)** sets of approved plans and a CD of the plans (in .tiff format)

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## 2. SUBMITTALS FOR TYPES OF CONSTRUCTION PLANS

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### a. STREET IMPROVEMENT PLAN

- ☐ Transmittal cover letter (with complete contact info.)
- ☐ Six **(6)** sets of Plan and ECS (prepared by a RCE)
- ☐ One **(1)** copy of Hydrology/Hydraulics Study (if storm drain included)
- ☐ One **(1)** copy of a conceptually accepted WQMP, as required
- ☐ Completed Off-Site Construction Security Worksheet (prepared by a RCE)
- ☐ TCP, as required
- ☐ Plan check fee (see current fee schedule)

### b. STORM DRAIN IMPROVEMENT PLAN

- ☐ Same as the STREET IMPROVEMENT PLAN requirements above in 2.a.

### c. SEWER & WATER IMPROVEMENT PLAN

**Note:** Separate submittal of water improvement plan is required for the Fire Department

- ☐ Transmittal cover letter (with complete contact info.)
- ☐ Two **(2)** sets of Plan (prepared by a RCE)

### d. TRAFFIC CONTROL PLAN

- ☐ Transmittal cover letter (with complete contact info.)
- ☐ Two **(2)** sets of Plan (prepared by a RCE)
- ☐ Plan check fee (see current fee schedule)

### e. TRAFFIC SIGNAL, SIGNING AND STRIPING PLAN

- ☐ Same as TRAFFIC CONTROL PLAN requirements above in 2.d.
- ☐ Completed Off-Site Construction Security Worksheet (prepared by a RCE)

### f. TRAFFIC SIGNAL IMPROVEMENTS

- ☐ Transmittal cover letter (with complete contact info.)
- ☐ Two **(2)** sets of Plan (prepared by a RCE)
- ☐ Completed Off-Site Construction Security Worksheet (prepared by a RCE)
- ☐ One **(1)** copy of Special Provisions (specifications)
- ☐ Full plan check fee (see current fee schedule)

## 3. SUBMITTALS FOR TYPES OF CONSTRUCTION PLAN REVISIONS

### a. STREET/STORM DRAIN IMPROVEMENT PLAN REVISION

- ☐ Transmittal cover letter (with complete contact info.)
- ☐ Six **(6)** sets of Plan (prepared by a RCE)
- ☐ Completed Off-Site Construction Security Worksheet, as required
- ☐ Plan check fee (see current fee schedule)

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## D. MAPS

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### 1. TRACT/PARCEL MAPS

#### a. SUBMITTAL REQUIREMENTS

**Note:** PA for the Tentative Map must be approved **prior to acceptance** of submittal.

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## D. MAPS (continued)

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### 1. TRACT/PARCEL MAPS (Continued)

- ☐ Transmittal cover letter (with complete contact info.)
  - ☐ Six **(6)** sets of Maps with Environmental Constraint Sheet (prepared by a LS)
  - ☐ One **(1)** copy of Traverse Calculations
  - ☐ One **(1)** copy of Preliminary Title Report with all supporting documents/instruments (not over 30 days old)
  - ☐ One **(1)** copy of **approved** COA and **approved** Tentative Map
  - ☐ One **(1)** copy of **all** reference maps & materials used to prepare map
  - ☐ Plan check fee (see current fee schedule)
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## E. LEGAL DOCUMENTS

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### 1. LEGAL DOCUMENT SUBMITTALS

#### a. SUBMITTAL REQUIREMENTS

- ☐ Transmittal cover letter (with complete contact info.)
  - ☐ Two **(2)** copies of Legal Description with plat (prepared by a LS)
  - ☐ One **(1)** copy of Traverse Calculations
  - ☐ One **(1)** copy of Preliminary Title Report with all supporting documents/instruments (not over 30 days old)
  - ☐ Plan check fee (see current fee schedule)
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